

Division of the State Architect Advisory Board

Minutes of Meeting
Friday, October 8, 2004
9:30 a.m. to 3:00 p.m.

Bay Club Hotel and Marina
2131 Shelter Island Drive, Harbor Room
San Diego, California

DSA Advisory Board Members Present

Lowell Shields, Chair
Art Ross, Vice Chair
Paul Beyl, Jr.

Kerry Clegg
Stephanie Gonos
Kennith Hall
Richard Henry
Charles Higuera
JoAnn Koplin
Mike Modugno
Richard "Pete" Peterson
John Paul Scott
Dennis Shallenberger
Thomas Shih
Jim Ward

DSA Staff Present

Mary Ann Aguayo
Nat Chauhan
Richard Conrad
Dan Levernier
Mahendra Maheta
Aaron Noble

Others Present

Larry Brown, Hubbard Enterprises
David Karina
Engel Navea, OPSC
Carol Shellenberger, OPSC

State Representatives Present

Stephan Castellanos, State Architect
Jack McMillan, California Geological Survey
Diane Waters, California Department of Education

Board Members Absent

Gale Bate
Ed Darden
Robert Dyson
Kurt Schaefer
David Smith

1 Call to Order and Introductions

2 DSA Advisory Board Chair Lowell Shields called the meeting to order at 9:30 a.m. He
3 asked people who needed to leave before 3:00 p.m. to let him know if there were
4 particular agenda items they wanted to cover before their departure. He noted State
5 Architect, Stephan Castellanos, would not be available during the afternoon, so his
6 report would be moved earlier in the agenda.

7
8 Mr. Shields welcomed everyone to the quarterly meeting. He introduced Ms. Mary Ann
9 Aguayo and invited her to address the Board.

10

1 Ms. Aguayo gave a brief overview of her background and experience with DSA. She
2 said she had been assigned to provide assistance and support to the DSA Advisory
3 Board. She noted Ms. Elena Tarailo and Ms. Susan Georgis will be providing staff
4 support to the Board's committees.

5
6 Participants took turns introducing themselves.

7
8 Mr. Shields explained that the purpose of the DSA Advisory Board's fall quarterly
9 meeting was to plan for the coming year and determine what the Board's focus should
10 be. He noted committee chairs met on October 7 to brainstorm, identify key issues, and
11 discuss changes in the Board's committees.

12
13 Mr. Shields reviewed the Board's standing and ad hoc committees. He said the Board's
14 Building Standards Committee has been largely used to provide advice on code issues.
15 Based on the discussion with committee chairs, he recommended keeping this
16 committee, although its activities will be put on the back burner for the next several
17 months. Mr. Shields proposed disbanding the Delivery Systems Committee, noting that
18 the committee accomplished some of its tasks and other functions have been taken
19 over by the Super-Partnering Forum. He suggested continuing the Excellence
20 Committee, Inspector Committee, Policies and Procedures Committee, Safety and
21 Emergency Response Committee, and Universal Design Committee.

22
23 Mr. Shields noted there had been discussion about creating a couple new committees,
24 including a Community Colleges Policy Committee focusing on the differences between
25 community colleges versus K-12 construction, and a Training Committee to deal with
26 issues pertaining to staff training and internal consistency.

27
28 Mr. Shields invited individual Board members to let him know if they were interested in
29 joining either of the new committees. He added that the new committees' first tasks will
30 be to articulate their missions and charges.

31
32 **DSA Advisory Board Quarterly Meeting Report**
33 **Approval of June 18, 2004, Meeting Report**

34 Mr. Shields drew attention to the report of the last quarterly meeting under Tab 1 of the
35 meeting packet and welcomed comments.

36
37 **Mr. Kenneth Hall made a motion, seconded by Mr. Paul Beyl, to approve the report**
38 **of the June 18 quarterly meeting. Without objection, the Board approved the**
39 **meeting report of the June 18 quarterly meeting as presented.**

40
41 **State Architect's Report**

42 State Architect Stephan Castellanos commented that the committee chairs had a
43 productive discussion on the role of the DSA Advisory Board and its value to DSA. He
44 expressed his intention of continuing to use the DSA Advisory Board to help DSA
45 develop appropriate policies and communicate effectively with its stakeholders. He
46 noted that the process of reorganizing DSA headquarters has been completed and a
47 few key management positions have been filled and recruiting for two high level
48 positions for policy and regulation and the other for operations. Interviews for those
49 positions will be held this month. Hopefully, my deputy will return from the CPR. The
50 DSA staff will be in a better position to offer greater support to the DSA Advisory Board
51 and its committees.

1 Mr. Shields encouraged Board members to be patient and supportive of the staff so
2 issues can be worked through in a productive fashion.

3
4 Mr. Castellanos provided an update on DSA activities since the last quarterly meeting.

5
6 Mr. Castellanos said that in response to legislation passed a couple of years ago, DSA
7 has been working to create a list of environmentally preferable products for public
8 school construction. He noted DSA received an \$80,000 grant from the federal
9 Environmental Protection Agency for this project. As part of that effort, DSA is working
10 with many industry groups to obtain their input and advice in developing appropriate
11 criteria and standards for determining which products should be included on the list. Mr.
12 Castellanos encouraged interested people to visit the DSA Web site for more
13 information about the process, the comments received so far, and the staff's responses
14 to those comments. He said the staff hopes to have a product list ready in about a year.

15
16 Mr. Castellanos reported that another large DSA project is creation of a Certified Access
17 Specialist program. A stakeholder group has been meeting to define the areas of
18 certification and determine qualifications for specialists. Mr. Castellanos said the criteria
19 will be completed by the end of the year, and then tests will be developed for two types
20 of specialists. DSA hopes to begin certifying specialists by the fall of 2005. Mr.
21 Castellanos noted this effort gives DSA an opportunity to raise the bar and help
22 architects and building officials better understand state access requirements.

23
24 Mr. Castellanos said progress has also been made in applying for federal certification of
25 California's access regulations. He noted DSA submitted a packet to the U.S.
26 Department of Justice many months ago, and the Department of Justice has finally
27 responded with comments and questions.

28
29 Mr. Castellanos reported that DSA's code change work is continuing. He said DSA
30 submits proposed revisions to the Building Standards Commission on an annual basis.
31 He added that the process has become more rigorous in recent years, requiring DSA to
32 fully analyze the proposed changes in relationship to nine criteria, including economic
33 impact and long-term benefit.

34
35 Mr. Castellanos stated that implementation of the Building Standards Commission's
36 decision to adopt NFPA 5000 as California's next model code has been somewhat
37 stalled pending resolution of copyright issues with NFPA. He added that there has been
38 some discussion about overturning the decision after new commissioners join the
39 Building Standards Commission in January.

40
41 Mr. Castellanos said legislation to change some requirements pertaining to community
42 college construction was vetoed by the governor; however, the governor directed DSA
43 to continue working with the chancellor's office to implement the intent of the bill
44 administratively. Mr. Castellanos explained that because of the way community college
45 construction is funded, there is considerable time pressure to get projects completed in
46 a timely fashion. He noted this presents an opportunity for DSA to expand its services
47 to community colleges, streamline certain processes, and deliver better buildings in the
48 long run.

49
50 Mr. Castellanos reviewed the status of various bills considered by the legislature during
51 the most recent legislative session. Among the bills that Governor Schwarzenegger
52 vetoed were AB 653, dealing with the extension of energy efficiency revenue bonds; AB

1 736, regarding improvements to performance of school facilities; AB 1126, increasing
2 the grant for accessibility standards; AB 1790, regarding seismic safety upgrades for
3 potentially unsafe schools; AB 2311, pertaining to energy efficiency and sustainable
4 buildings; AB 2343, requiring sprinkler systems for school facilities; AB 3010, dealing
5 with community colleges; SB 1775, pertaining to disability access; and SB 1851,
6 regarding sustainability. Mr. Castellanos said that although these bills were vetoed, the
7 governor's veto messages were generally helpful and productive, and DSA will be able
8 to implement the intent of some of the bills administratively.

9
10 Mr. Castellanos said the settlement of the Williams case is likely to impact DSA as well,
11 but the implementation process has not yet been determined. Ms. Navea, OPSC,
12 stated they are working on certain aspects of the settlement, including developing a
13 process for conducting facilities needs assessments and providing grants to low-
14 performing school districts. She noted they are working with the Department of Finance
15 to make sure the new regulations are consistent with the legislation and settlement
16 terms.

17
18 Mr. Castellanos said the staff reviewed and updated DSA's strategic plan in May, and
19 the plan was later approved by the management team. He reviewed the revised vision
20 statement, mission statement, and value statement and noted that DSA is working
21 toward greater innovation, collaboration, and partnering. He said key goals for the next
22 couple years include consistency through standards, training, obtaining adequate
23 resources, instituting a performance measurement system, developing effective
24 collaborative mechanisms, improving communications with stakeholders and
25 recognizing success, and establishing staff teams to implement important goals and
26 strategies.

27
28 Mr. Castellanos stated that the task force teams will begin meeting soon to identify high-
29 priority goals and develop schedules and milestones. He noted the teams will be
30 coming to the DSA Advisory Board with regular progress reports.

31
32 Ms. Stephanie Gonos asked how the task force teams will relate to the Board and its
33 committees. Mr. Castellanos replied that the teams will work directly with the Board as
34 well as specific committees.

35
36 Ms. Gonos asked how DSA plans to communicate information to its stakeholders. Mr.
37 Castellanos responded that DSA is considering establishing a Web site devoted to
38 implementation activities. He noted the strategic plan and key goal areas will be
39 posted, along with meeting schedules and other information. He welcomed additional
40 suggestions from Board members regarding ways of involving stakeholders in the
41 process.

42
43 Mr. Mike Modugno reminded Board members that the Title 24 energy code provisions
44 will go into effect next year. He said requirements for electrical systems and other
45 building elements have been tightened, so buildings will become more energy-efficient
46 and sustainable, even without additional legislation.

47
48 Mr. Modugno urged DSA to take steps as quickly as possible to fill the void left by Brian
49 Heyman in terms of fire alarms and fire life safety in schools. Mr. Castellanos said DSA
50 requested authorization for a temporary replacement, and recruitment efforts are
51 underway to find a permanent replacement.

1 Mr. Pete Peterson emphasized the importance of consistency through standards. He
2 said many school districts are concerned that some of DSA's recent policies and
3 interpretations exceed what the statutes and codes require. He cautioned that DSA
4 may be exposing itself to legal challenges if it goes beyond what is mandated. Mr.
5 Castellanos acknowledged those concerns. In response, he said, he asked the staff to
6 pull all of DSA's policies and review them for consistency. He added that the eventual
7 goal is to develop one uniform manual for the staff containing all policies, practices, and
8 procedures. He welcomed assistance from the DSA Advisory Board in this effort.

9
10 Mr. Shields thanked Mr. Castellanos for his update.

11 12 **Delivery Systems Committee Report**

13 Committee Chair Rich Henry thanked Committee Members Ed Darden, Pete Peterson,
14 Jim Ward, Bob Dyson, and Charles Higuera for their participation and contributions.
15 He said the committee accomplished a number of tasks, including providing input to the
16 group formulating guidelines for AB 1402, the design-build bill. After discussing other
17 issues related to delivery systems, the committee concluded that most delivery options
18 were dictated by legislation and statute, so little could be done apart from legislation to
19 implement changes. Mr. Henry recommended disbanding the committee at this point.

20
21 **Mr. Henry made a motion, seconded by Mr. Ward, to disband the Delivery**
22 **Systems Committee. Without objection, the motion was unanimously approved.**

23
24 Mr. Shields invited Mr. Henry to comment on the work of the Super-Partnering Forum.
25 Mr. Henry explained that the Super-Partnering Forum was established for the purpose
26 of involving private industry representatives, professional associations, and community
27 organizations in discussions about ways of improving DSA practices. He noted the
28 group is very useful for giving DSA a greater understanding of issues related to delivery
29 systems, industry trends and pressures, and outside forces affecting the public sector.
30 He said members of the Super-Partnering Forum have developed some issue papers
31 that may lead to future legislation.

32
33 Mr. Castellanos added that the Super-Partnering Forum was created by Mr. Dennis
34 Dunne before his retirement. He said the group has been dealing with issues pertaining
35 to procurement, delivery, quality standards, and sustainability and excellence.

36
37 Mr. Henry commented that the Super-Partnering Forum has been useful for improving
38 communication among DSA, design professionals, and industry groups.

39
40 Mr. Shields thanked Mr. Henry for his report.

41 42 **Safety and Emergency Response Committee Meeting Report** 43 **July 27, 2004**

44 Committee Chair JoAnn Koplin reported that the committee met again on July 27 after a
45 long hiatus due to the state's restrictions on the frequency of meetings. She said the
46 group reviewed its accomplishments and goals and planned tasks for the future.

47
48 Ms. Koplin noted the purpose of the committee is to clarify DSA's roles and
49 responsibilities with respect to emergency response and preparedness. She said the
50 committee began its deliberations with an extensive review of existing data and reports.
51 As a result of that research, the committee concluded that DSA should have statutory
52 authority to post unsafe buildings after earthquakes, and in response, DSA issued an

1 administrative order clarifying DSA's posting authority.

2
3 Ms. Koplin stated that the committee also looked at the roles of state agencies in
4 emergencies. She said state agencies are required to use the Standard Emergency
5 Management System (SEMS) to coordinate multi-jurisdiction and multi-agency
6 emergency operations; that system requires state agencies to plan, train, exercise, and
7 respond using SEMS.

8
9 Ms. Koplin noted the committee has also been working with DSA staff to help develop
10 an emergency response plan for DSA. Mr. Jim McCarthy produced a draft plan, and
11 then DSA contracted with the Office of Emergency Services (OES) for assistance in
12 developing and implementing the plan. Ms. Koplin said the staff informed the
13 committee that the plan is now more than 80 percent complete. The committee will be
14 reviewing and commenting on the draft plan when it is ready.

15
16 Ms. Koplin noted the next step will be for DSA to provide SEMS training to the entire
17 DSA staff, and the committee recommends beginning that effort as soon as possible.
18 She said having some staff trained will also assist in finalizing the emergency response
19 plan.

20
21 Ms. Koplin reported that the committee invited two guests to the last meeting, Mr. Keith
22 Garcia, Assistant Response Officer, Red Cross, and Mr. Robert Kamm, in charge of
23 emergency planning for the Los Angeles Unified School District. Mr. Kamm described
24 L.A. Unified's efforts and told the committee that emergency planning differs from one
25 school district to another. He indicated there is no uniform statewide approach. Mr.
26 Garcia said the Red Cross identifies school buildings for use as emergency shelters
27 based on their amenities and condition, but there is no seismic safety evaluation of
28 emergency shelters. Ms. Koplin observed that it might be helpful to develop a better
29 defined process or checklist to make sure structural safety is taken into consideration
30 along with other factors. She said the committee plans to look at these issues in more
31 detail.

32
33 Mr. Peterson commented that all state employees are designated as disaster service
34 workers in emergencies. He questioned whether all state employees have undergone
35 OES training to assist them in this role.

36
37 Ms. Koplin stated that Mr. Chris Wills, California Geological Survey (CGS), indicated
38 that all employees of his agency were going through OES training. She said the
39 committee recommends that DSA work closely with both CGS and OES in terms of
40 providing SEMS training to DSA staff. She added that having an emergency response
41 plan in place will assist DSA in these efforts.

42
43 Committee members discussed the need for DSA engineers and outside contractors to
44 undergo training in order to evaluate buildings consistently after earthquakes. Mr.
45 Shields noted having an OES ID badge is a big help in getting access to disaster sites.

46
47 Ms. Koplin said the committee's main task now is getting the emergency response plan
48 completed. The committee also hopes to create a flow chart to clarify the roles of
49 various agencies in disasters, including DSA, the Red Cross, OES, California
50 Department of Education (CDE), and local jurisdictions. Other issues for the future
51 include developing a process for data collection of post-disaster building damage,
52 working with the CDE on emergency preparedness for schools, making sure emergency

1 supply bins are properly stocked and located, and dealing with charter schools in non-
2 Field Act buildings.

3
4 Ms. Koplin recommended expanding the committee to include representatives from
5 local building departments, the Red Cross, school districts, and CDE. Ms. Diane
6 Waters volunteered to represent CDE on the committee.

7
8 Ms. Koplin said the committee's next meeting, scheduled for October 28 in Sacramento,
9 will feature a presentation from OES.

10
11 Ms. Koplin noted she attended the 2004 Disaster Resistant California conference and
12 found it quite valuable. She recommended that DSA staff and Advisory Board members
13 attend next year's conference, and she offered to provide further information. Ms.
14 Koplin suggested organizing a DSA presentation for the 2005 conference.

15
16 Mr. Castellanos noted that Mr. Jack Bruce asked to be relieved of his committee
17 support responsibilities, and Mr. Dan Levernier has agreed to replace him in that role.

18
19 Mr. Hall asked if DSA had developed a timeline or schedule for training the staff in
20 SEMS. Mr. Castellanos said he planned to meet with Mr. Levernier after the meeting to
21 get that process started.

22
23 **Ms. Gonos made a motion, seconded by Mr. Hall, to accept the meeting report of**
24 **the committee's July 27 meeting. Without objection, the meeting report was**
25 **accepted as presented.**

26
27 Mr. Shields said he would confer with Ms. Koplin later regarding plans to expand the
28 committee as she had suggested. Ms. Koplin noted Mr. Garcia expressed an interest in
29 participating on the committee on behalf of the Red Cross. She recommended also
30 inviting Mr. Kamm to join. Mr. Modugno suggested that the committee invite
31 representatives from major school districts in each area where the committee holds its
32 meetings.

33
34 Mr. Shields thanked Ms. Koplin for her report.

35
36 **Inspector Committee Meeting Report**
37 **August 12, 2004**

38 Committee Chair Dennis Shallenberger reported that there was good attendance at the
39 August 12 Inspector Committee meeting. He noted that Mr. David Karina and Mr. Gino
40 Bastianon were added to the committee, bringing the total membership to 11. Mr.
41 Shallenberger observed that DSA has increased its inspection program staff, and he
42 said he looks forward to more progress as a result.

43
44 Mr. Shallenberger said that at the August 12 meeting, the committee discussed DSA's
45 inspector testing process. Mr. Jeff Enzler presented a proposal to establish a new layer
46 of inspectors to assist structural engineer field inspectors and handle some of their
47 workload; these people would be classified as "Construction Supervisor I," a position
48 already approved for DSA. Mr. Shallenberger said Mr. Enzler also distributed copies of
49 IR A-8, defining the duties of project inspectors, and the committee will be discussing
50 that document at its next meeting. He noted the committee and staff discussed the
51 need to establish a graduated disciplinary process for inspectors who are not
52 performing as they should. There was also discussion about creating a multi-

1 disciplinary approach to inspections so that architects and engineers can become more
2 involved in the process.

3
4 Mr. Shallenberger added that there are still many issues the Inspection Committee
5 plans to address in the future.

6
7 Mr. Shallenberger pointed out a couple corrections to the minutes of the August 12
8 meeting. On Page 1, Line 10, he noted the second date should be changed from
9 "10/15/04" to "10/15/02". On Page 9, Item 7 at the top of the page, he said a third part
10 of option under that recommendation would be to consider a panel of engineers, school
11 district representatives, and an inspector.

12
13 **Mr. Shallenberger made a motion, seconded by Mr. Beyl, to accept the August 12**
14 **Inspector Committee meeting report as amended. Without objection, the**
15 **amended meeting report was accepted.**

16
17 Mr. Shields thanked Mr. Shallenberger for his report.

18
19 At 11:45 a.m., the DSA Advisory Board recessed for lunch. Mr. Shields reconvened the
20 meeting at 12:45 p.m.

21
22 **Excellence in Public Buildings Committee Meeting Report**
23 **August 31, 2004**

24 Committee Chair Charles Higuera reported that the Excellence in Public Buildings
25 Committee met on August 31 after a long hiatus. In past meetings, the committee
26 expressed an interest in creating a resource guide outlining best practices for achieving
27 excellence, and Ms. Koplin followed up in the interim by developing a proposed outline
28 for that document. The August 31 committee meeting was a planning session to
29 determine the contents of the guide and a distribution approach. Mr. Higuera noted
30 the resource guides covers nine main topics, which are further divided into 75 subtopic
31 areas. He said the committee decided to use the Web site for dissemination of the
32 resource guide, and he offered to provide copies to anyone interested.

33
34 Mr. Higuera said the committee plans to meet in southern California in November to
35 discuss the resource guide, and then a working session will be held in January to further
36 refine the contents. He recommended that DSA provide additional staff support or hire
37 a consultant to assist the committee with this task.

38
39 Ms. Koplin encouraged Board members as well as interested design professionals and
40 school district representatives to participate in the January workshop. She said the
41 committee agreed that the initial target audience for the resource guide will be school
42 boards and school districts, so their input will be especially valuable.

43
44 Mr. Higuera commented that embracing excellence in the design and construction of
45 school facilities is a top-down process. He said that after working with school boards
46 and school districts, the committee hopes to expand outreach to school business
47 officials, facility directors, and people in the field.

48
49 Mr. Higuera pointed out two minor corrections to the committee's August 31 minutes:
50 in the roster of those present, he noted Mr. Rick Parks' affiliation should be "Stafford,
51 King, Wiese Architects," and Mr. Franz Steiner's affiliation should be "VBN Architects."

1 **Ms. Koplin made a motion, seconded by Mr. Kerry Clegg, to accept the report of**
2 **the August 31 committee meeting as amended. Without objection, the amended**
3 **meeting report was accepted.**

4
5 Mr. Shields commented that many of the key priorities for the coming year relate to the
6 excellence program, and he emphasized the importance of this effort to DSA's overall
7 program.

8
9 Mr. Peterson noted the concept of excellence is difficult for many school districts to
10 embrace because of their severe budget constraints. He said his own district recently
11 decided to eliminate two classroom buildings and purchase 16 portable classrooms
12 instead. He suggested it might be helpful to start outreach efforts by targeting business
13 officials and facilities maintenance people so they understand that higher initial costs
14 are outweighed by long-term benefits.

15
16 Mr. Shields agreed that there is a perception that up-front costs of excellence may be
17 higher than regular construction. He recommended developing a program to encourage
18 excellence in portable buildings. Ms. Koplin said portable buildings are addressed in the
19 committee's resource guide.

20
21 Ms. Koplin noted the committee hopes to invite school board members, facility directors,
22 architects, and contractors to the January workshop so their suggestions and input can
23 be incorporated in the guide. She said the committee will be planning the agenda for
24 the January workshop at its next meeting.

25
26 Mr. Shields thanked Mr. Higuera for the report.

27
28 **Universal Design Committee Meeting Report**
29 **June 14-15, 2004**

30 Committee Chair John Scott said the Universal Design Committee has been
31 exceptionally busy reviewing DSA's proposals for changes to Chapter 11B, California's
32 accessibility section, and new accessibility policies. He noted the committee held a two-
33 day meeting on June 14 and 15, the committee's two task groups met on September
34 27, and the full committee met again on September 28. He thanked the DSA staff for
35 their assistance and support for these committee activities.

36
37 Mr. Scott drew attention to the minutes of the June meeting. He said the committee
38 was able to review and take action on about 98 percent of its agenda items; a few policy
39 items were carried over to the September meeting. He noted a number of items were
40 sent back to the staff for additional research and clarification.

41
42 Mr. Scott said that for the future, the Universal Design Committee plans to continue
43 reviewing DSA access policies and follow up on code changes that were submitted to
44 the Building Standards Commission. Other future tasks will include completing the
45 policy recommendations of the two task groups, dealing with play area surfaces and
46 door opening force; forming a new task group to develop technical standards on
47 detectable warnings; and, in conjunction with federal certification, reviewing Chapter
48 11B for equivalence to the Americans with Disabilities Act (ADA) Accessibility
49 Guidelines.

50
51 Mr. Scott requested direction from DSA as to whether committee members should be
52 representatives of organizations rather than individuals. He noted the committee

1 membership is capped at 12 positions, including a special liaison position for Mr. Peter
2 Margen, who is currently working as a contractor for NFPA and DSA. He said there is
3 one vacant position, but three organizations have applied, so filling that spot is likely to
4 engender controversy. Mr. Scott added that this issue should be resolved before the
5 January meeting. He also requested that the committee's rules be finalized before the
6 January meeting.

7
8 Mr. Scott reviewed some of the major code changes being proposed. He noted key
9 provisions include requiring a building permit for all tactile signage costing \$200 or
10 more, in accordance with SB 1242; redefining "stairs" as two or more risers, consistent
11 with ADA; clarification of tactile exit signs; corrections to curb ramp provisions to comply
12 with ADA Accessibility Guidelines and incorporate detectable warnings; corrections to
13 accessible parking spaces to eliminate the signage exception for parking lots with less
14 than five spaces; and reformatting Chapter 11A, pertaining to adaptive housing.

15
16 Mr. Scott said that for the future, the committee plans to look at DSA's cost threshold for
17 plan review, especially pertaining to playground alterations, signage, and temporary
18 trailers. He noted that even if formal plan review is not required, all these facilities
19 should still be required to comply with accessibility requirements.

20
21 Mr. Scott said Mr. Peterson brought another issue to the committee's attention
22 regarding temporary trailers: apparently, some school districts are calling trailers
23 student housing to get around accessibility and other safety requirements.

24
25 Committee members discussed the applicability of accessibility requirements to
26 temporary buildings. Mr. Mahendra Maheta referred to Policy 97-10, requiring all
27 portable buildings on school campuses to comply with accessibility requirements, and
28 there is a self-certification process to verify compliance.

29
30 **September 27-28, 2004**

31 Mr. Scott asked Mr. Peterson to report on the work of the task groups.

32
33 Door Opening Force

34 Task Group Member Pete Peterson noted that Mr. Chris Lawrence, chair of the door
35 opening force group, was unable to attend the meeting but provided a written report
36 summarizing the task group's activities.

37
38 Mr. Peterson reported that the task group decided to focus only on new construction.
39 The task group determined that the term "entrances" should mean clusters of doors,
40 and recommended providing at least one power-assisted door for every four doors in a
41 cluster. The task group agreed that the maximum distance between power-assisted
42 doors in a cluster should be no more than 30 feet, and door controls should include a
43 battery backup and an international symbol of accessibility. The task group discussed
44 the location of door controls as well as the size and type of signage to be provided.

45
46 Play Area Surfaces

47 Task Group Chair Pete Peterson reported that the play area task group discussed
48 accessibility standards, suitable surface materials for maintaining accessible paths of
49 travel, DSA plan review and inspection requirements for playground equipment,
50 enforcement and maintenance issues, and design specifications for play areas.

51
52 **Mr. Scott made a motion, seconded by Ms. Gonos, that non-Advisory Board**

1 **members of the Universal Design Committee be either representatives of**
2 **organizations or hosted by organizations.**
3

4 Mr. Modugno spoke in support of the motion. He noted there are many special-interest
5 groups involved in the UDC, so requiring members to represent organizations ensures
6 that a broader perspective is represented.
7

8 Mr. Art Ross questioned the need to hamstring the group by restricting membership.
9 He pointed that excluding individuals may deprive the committee of people with special
10 expertise. He added that the committee chair already has discretion to make
11 appointments representing different organizations.
12

13 Mr. Jim Ward asked how the organizations to be represented will be determined. Mr.
14 Scott explained that in the case of the most recent vacancy, committee members
15 provided the staff with names of a number of advocacy organizations representing
16 visually impaired people. The staff followed up by contacting those groups and inviting
17 them to nominate representatives.
18

19 Ms. Gonos expressed support for the motion to have committee members represent
20 organizations. She noted having organizational backing will give greater strength to the
21 recommendations coming from the committee.
22

23 **Without objection, the Board approved the motion.**
24

25 Proposed New Access Policies/Proposed Deletion of Existing Access Policies

26 Mr. Aaron Noble stated that DSA is in the process of revising or deleting all accessibility
27 policies. He said the committee unanimously voted at its June meeting to recommend
28 addition of three new access policies and deletion of seven policies. He drew attention
29 to the information in the meeting packet for additional details on each policy.
30

31 **Mr. Shallenberger made a motion, seconded by Mr. Clegg, to recommend that**
32 **DSA add and delete the policies as proposed. Without objection, the Board**
33 **approved the motion.**
34

35 Mr. Scott noted that the minutes of the committee's May 26 meeting were not available
36 for the Board's June 18 meeting. He recommended approval of the May 26 and June
37 14-15 minutes. He noted the minutes of the September 27-28 meeting will be available
38 at the next Board meeting.
39

40 **Mr. Peterson made a motion, seconded by Mr. Hall, to accept the reports of the**
41 **Universal Design Committee's May 26 and June 14-15 meetings.**
42

43 Mr. Peterson commented that a few corrections need to be incorporated in the minutes.
44 Mr. Scott proposed amending the minutes accordingly. He noted DSA did not accept
45 two of the committee's recommendations. The maker and seconder of the motion
46 agreed to amend the motion.
47

48 **Without objection, the Board accepted the amended reports of the UDC's May 26**
49 **and June 14-15 meetings.**
50

51 Mr. Shields thanked Mr. Scott for his report.

1
2 **Appeal Committee Meeting Report**

3 Committee Chair Tom Shih reported that an appeal committee was formed in August to
4 consider an appeal regarding DSA's acceptance criteria for waterless urinal fixtures. He
5 said Mr. Hall, Mr. Peterson, Mr. Shields, Mr. Higuera, and Ms. Koplin served on the
6 committee, along with a couple non-Board members. On August 24, the committee
7 heard presentations in the morning from attorneys representing the California State
8 Pipe Trades Council, representatives from the City of Los Angeles, and a hygienist, and
9 then heard from three fixture manufacturers in the afternoon. Mr. Shih noted a second
10 hearing is scheduled for November 23, at which time DSA will present its case and the
11 committee will make a decision.

12
13 **Suspension of Water Heater Bracing Acceptance**

14 Mr. Richard Conrad drew attention to the issue paper under Tab 6 of the meeting
15 packet. He explained that in response to the water heater bracing requirement adopted
16 in 1989, DSA developed a generic bracing description, which was published on the Web
17 site. Although not mandated to do so, DSA then started reviewing and accepting
18 specific kinds of anchorage systems. Since that time, model code changes and test
19 protocols have been developed by others. Mr. Conrad recommended suspending the
20 program, and he drew attention to the findings and justifications articulated on the
21 second page of the issue paper. He noted the effective date in Item 3 of the "Proposed
22 Program Changes" should be changed to January 1, 2006.

23
24 **Mr. Peterson made a motion, seconded by Mr. Ward, to accept DSA's**
25 **recommendation to suspend the water heater bracing acceptance program as**
26 **proposed.**

27
28 Mr. Larry Brown, Hubbard Enterprises, manufacturer of a water heater bracing system,
29 pointed out that DSA, by publishing its generic description, has become the only state
30 agency providing guidance in this area. He stated that DSA's action led to greater
31 stabilization of the marketplace and better quality in bracing systems. Mr. Brown
32 expressed concern about what could happen if DSA suspends its activities. He noted
33 ICBO's acceptance criteria stresses static testing as opposed to seismic evaluation, and
34 IAPMO has no labs in the U.S. qualified to conduct the testing necessary for
35 certification.

36
37 Mr. Conrad clarified that DSA's goal is to encourage local governments to determine
38 appropriate standards for acceptance and testing. He noted that DSA's suspension
39 does not change the statutory requirement, so it will not impact public safety in
40 California. He added that DSA's role can be re-evaluated if it appears the suspension is
41 premature.

42
43 Mr. Shields commented that DSA informed the Seismic Safety Commission of its plans,
44 and they had no objections.

45
46 **Without objection, the Board approved the motion.**

47
48 Mr. Shields thanked Mr. Conrad for his report.

49
50 **Executive Director's Report**

51 Ms. Aguayo said she had a few follow-up items to bring to the Board's attention. First,

1 she noted that although the DSA Advisory Board discussed the draft policies and
2 procedures at the June meeting, there was no motion for approval. She recommended
3 that the Board schedule formal review and approval for a future meeting.

4
5 Mr. Shields noted there were extensive revisions being proposed, including a new
6 appeals process. He suggested referring the document to the Policies and Procedures
7 Committee for approval before it comes back to the Board.

8
9 Ms. Aguayo asked Board members whether they preferred to receive meeting packets
10 as a looseleaf binder or as a bound document. Some Board members indicated a
11 preference for a binder so additional materials could be inserted more easily; others
12 said they liked the bound document. After some discussion, Ms. Aguayo observed that
13 the general consensus seemed to be in favor of a bound document. She pointed out
14 that elimination of the binders was less costly and made mailing easier.

15
16 Ms. Aguayo said the staff plans to create a summary of all motions passed by
17 committees and a list of follow-up items that can be inserted in the meeting packet
18 behind each set of committee minutes. She noted the summaries will also be posted on
19 the Web site. Mr. Shields commented that the summaries will be a great tool for
20 ensuring follow-up and monitoring of important items.

21
22 Ms. Aguayo recommended that the Board form an ad hoc committee to assist the staff
23 in planning the DSA presentations at the CASH conference in February. Mr. Shields
24 said DSA originally decided to make presentations at the conference to promote and
25 publicize the excellence program. He noted DSA participation has been worthwhile,
26 and he supported continuing this involvement.

27
28 Mr. Peterson suggested planning similar presentations for next year's California School
29 Board Association conference as well. He noted the conference is held in December.

30
31 Committee members proposed expanding these outreach activities to include CASBO
32 and other stakeholder groups.

33
34 Mr. Shields recommended that Ms. Aguayo work with Ms. Koplin and Mr. John Vester to
35 organize presentations for the CASH conference. He encouraged other Board
36 members to participate.

37
38 Ms. Aguayo informed the Board that Ms. Susan Georgis and Ms. Elena Tarailo will be
39 providing staff assistance to the Board.

40
41 Ms. Aguayo displayed a mockup of the proposed new DSA Web page format. She said
42 much of the design is dictated by statewide standards, but DSA can determine the
43 content and how it is presented. She showed how users can access meeting minutes,
44 general information about DSA, and other useful resources. Ms. Aguayo invited
45 comments and suggestions from Board members.

46
47 Committee members noted Ms. Tarailo was listed as "technical staff," a position usually
48 intended for architects and engineers. Ms. Aguayo said she would go back and verify
49 the exact job titles. She commented that DSA hires technical staff to assist with certain
50 other functions like sustainability programs, policy development, and creating
51 appropriate regulations.

1 Mr. Shields thanked Ms. Aguayo for the update and expressed his appreciation for the
2 support provided by the Board staff.

3 4 **Schedule Upcoming Committee and Board Meetings**

5 Mr. Shields welcomed input from committee members as to future meetings.

6
7 After some discussion, DSA Advisory Board members agreed to the following schedule
8 of meetings:

- 9 • Safety and Emergency Committee, October 28, 2004
- 10 • Excellence in Public Buildings Committee, November 12, 2004, Sacramento
- 11 • Inspector Committee, morning of December 2, 2004, Sacramento
- 12 • Policies and Procedures Committee, December 14, 2004
- 13 • Building Standards Committee, afternoon of December 2, 2004, Sacramento
- 14 • Universal Design Committee, January 10-11, 2005
- 15 • DSA Advisory Board, January 18, 2005, Sacramento

16 17 **Information Items**

18 Mr. Shields drew attention to the updated Board roster and asked Board members to
19 submit changes to the staff. He noted the meeting packet also includes travel
20 information.

21 22 **New Business**

23 Art Ross said he would be interested in an update from the Building Standards
24 Committee regarding the code development process, the Attorney General's opinion on
25 copyright issues, the status of the glulam wood standard, and how the rapid
26 interpretation process is working.

27
28 Pete Peterson noted the terms of all Board members will be expiring at the same time at
29 the end of 2005, and he suggested adopting staggered terms for the future.

30
31 Mr. Shields asked the staff to include the dates of each member's term next to his or her
32 name in the Board roster. He said he would talk with Mr. Castellanos about going to
33 staggered terms.

34
35 Mr. Shields noted the Board chair will need to be replaced soon, and he encouraged
36 Board members to think about suitable replacements.

37
38 Mr. Shallenberger asked what will happen to the recommendations approved by the
39 committees and the Board. Ms. Aguayo stated that the staff will be compiling a list of
40 follow-up items along with the minutes to facilitate efficient tracking of
41 recommendations. Mr. Shallenberger suggested developing a concise list of Board
42 recommendations for the State Architect's attention, and other Board members
43 expressed support for this approach.

44
45 Ms. Aguayo noted it might be helpful to have a status report on follow-up items at the
46 beginning of each Board meeting. Board members agreed.

47
48 Mr. Shields commented that it would be worthwhile to have some kind of special
49 presentation at each Board meeting on an interest of concern, and he welcomed topic
50 suggestions from Board members.

1 Mr. Peterson suggested having a briefing from legal counsel on issues pertaining DSA
2 authority.
3

4 **Good of the Meeting**

5 There were no other items brought to the attention of the DSA Advisory Board.
6

7 **Comments from the Board and Audience**

8 Mr. Modugno expressed appreciation to the three regional managers and DSA's San
9 Diego staff for hosting the meeting.
10

11 **Adjournment**

12 There being no further business, a motion was made and seconded that the meeting be
13 adjourned. The meeting was adjourned at 3:00 p.m.